



DELBERT HOSEMAN
Secretary of State

TO: 2016 Registered Lobbyists
FROM: Mississippi Secretary of State's Office
DATE: February 25, 2016
RE: 2016 Mid-Session Report Reminder

REMINDER — The deadline to file your 2016 Mid-Session Report is, February 25, 2016.

To file the report please follow these instructions: (Please remember your email address is your user name. In the event you forgot your password, click "Forgot Password".)

1. **["Log on As Lobbyist"](#)**
2. Go to year **"2016"**
3. Select **"Details"** next to your Lobbyist registration
4. Select **"Create Mid/End Session Report"** then select **"Mid-Session"**. From here you can either **"Add Expenses"** or **"Import from Spreadsheet"** (Remember to use expense template).
5. In the event where you don't have *any expenses*, simply click **"Submit Report"**
(Report is still required if you don't have expenses)

If you have any questions please feel free to email Kenneth Jones at Kenneth.Jones@sos.ms.gov.
Thanks.